

EFFECTIVE

April 1, 2013.

Subject

The software we use to write policy manuals is changing. We are converting manuals one at time from our old system which was Adobe FrameMaker to our new Microsoft system. Historical policy will be viewable as a PDF file for internal DHS users.

As manuals are converted they will be listed on the Policy News & Tips page for internal DHS users. Unless the bulletin states otherwise, no policy content will be changed although the policy effective date will change due to conversion.

The Native American manuals have been converted and will have a April 1, 2013 effective date. No policy content has been changed.

Tips for using the new manual software for internal DHS users are located on the Policy News & Tips page.

Reason: Policy software update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

IOS 100
IOS 110
IOS 115
IOS 200
IOS 205
IOS 210
IOS 215
IOS 220
IOS 300
IOS 305
IOS 310
IOS 315
IOS 320
IOS 325
IOS 330
IOS 335
IOS 340
IOS 365
NAA 100
NAA 105
NAA 200
NAA 205
NAA 210
NAA 215
NAA 220
NAA 225
NAA 230
NAA 233
NAA 235
NAA 240
NAA 245
NAA 250
NAA 255
NAA 300
NAA 305
NAA 310
NAA 400
NAA 405
NAA 410

NAA 415
NAA 420
NAA 500
NAA 610
NAG GLOSSARY
TAM 110
TAM 115
TAM 120
TAM 125
TAM 130
TAM 210
TAM 215
TAM 220
TAM 225
TAM 230
TAM 235